

**CLASS TITLE:**

**SENIOR FOOD SERVICE  
ADMINISTRATOR**

**Class Code: 02145700**

**Pay Grade: 26A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the administration of all phases of a food service program at a large State Facility such as the Institute of Mental Health or the General Hospital; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work is subject to review for conformance to policies, rules and procedures.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of subordinates engaged in food procurement, inventory, preparation and service.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the administration of all phases of a food service program at a large State Facility such as the Institute of Mental Health or the General Hospital.

To be responsible for the standardization of bulk food preparation, techniques and procedures.

To be responsible for the adaptation of a selective menu to meet the needs of the institution.

To develop and maintain a dining room or cafeteria environment conducive to patient needs including planning for special holidays and occasions.

To be responsible for maintaining proper sanitary conditions in compliance with established standards.

To plan, order and procure kinds and amounts of food in accordance with menu requirements.

To be responsible for the inventory and control of large quantities of perishable and non-perishable foods and supplies including the maintenance of cost and inventory control records.

To recruit, interview and make recommendations for hiring food service personnel.

To plan and prepare daily work schedules for a subordinate staff including vacation and other leave, and to maintain employee performance records.

To supervise and review the work of personnel engaged in the preparation and serving of food.

To participate in employee grievance hearings and to assure adherence to the conditions regarding management and employees contained in labor contracts.

To requisition and maintain equipment and supplies in accordance with progressive standards.

To develop policy, procedure and preventive maintenance manuals.

To assist in preparation of the annual food budget and food cost projections.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the methods and procedures utilized in all phases of a food service program, including the process of purchasing, delivering, handling, preparing and quality control; the ability to apply such knowledge in the administration of a food service program; a thorough knowledge of cost and inventory control methods utilized in a food service program and the ability to maintain such controls through records and inspections; the ability to evaluate food service methods, procedures and equipment and to develop recommendations for improvements; the ability to plan, coordinate, supervise and review the work of a

subordinate staff and the ability to provide training and consultation for personnel engaged in a food service program; the ability to prepare food cost projections and to assist in budget preparation; the ability to establish and maintain effective working relationships with food service personnel, vendors and other officials concerned with food service; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: successful completion of two years of academic study at an institution of higher learning in business administration or culinary studies; and

Experience: Such as may have been gained through: employment in a responsible supervisory position involving the planning, direction and control of a food service program at a public or private facility.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 2, 1982

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